

## UC Merced Classes of Orders

Order Class	Description	Issued By	Order Transmission
A	Order Release against Campuswide (K) or Department (B) Blanket Order	Department	Department transmits to Vendor
B	Department Blanket Order (w/o encumbrance)	Procurement Services	Procurement Services transmits to Vendor
C	Independent Consultant Agreements	Procurement Services	Procurement Services transmits to Vendor
F	CatBuy Catalog Order, Release against Strategic Agreement	Department	CatBuy auto transmits to Vendor
G	Sub Awards (Contracts and Grants)	Procurement Services	Procurement Services transmits to Vendor
H	Capital and Operating Leases, long term (one year or more)	Procurement Services	Procurement Services transmits to Vendor
I	Catbuy Supplier Site Order	Department	CatBuy auto transmits to Vendor
J	Blanket Order (B) Requisition	Department	CatBuy auto transmits to Procurement Services
K	Campus Blanket Order (w/o encumbrance)	Procurement Services	Procurement Services transmits to Vendor
L	Real Estate Lease Orders (for payments against Real Estate contracts)	Accounting	N/A (posted for payment purposes)
M	Library Content - Educational Media	Library	Library transmits to Vendor
N	Low Value Order - \$5,000/max.	Department	Department transmits to Vendor
P	Purchase Order (with encumbrance)	Procurement Services	Procurement Services transmits to Vendor
Q	Procurement Card Order	Department/Procurement	N/A (posted for payment purposes, backup transmitted to Accounting)
R	Purchase Requisition (>\$5,000 or restricted items)	Department	CatBuy auto transmits to Procurement Services
T	Travel Order, (Conference registration)	Department	N/A or Vendor (if to Vendor, transmitted by Department)
U	CatBuy Catalog Order, Non-Contract items	Department	CatBuy auto transmits to Vendor
X	Special Items - Reimbursements, Utilities, One-Time Payees (individuals only)	Department	N/A or Vendor (if to Vendor, transmitted by Department)
Y	Construction Orders (for payment against Construction Contracts)	Accounting	N/A (posted for payment purposes)